

Transcript Settings

Transcripts settings affect everything from credit requirements, grade weights, course modifiers and GPA types to how grades can be posted in ReportWriter and Learning Centers.

Basic Setup

- Step 1. To Set transcript information go to Admin»Settings»Transcripts/Report Cards Set Transcripts Credit Requirements
Click 'Add a new school type'
- Step 2. Name your school type, choose the grade levels, report card template, and select if you want to calculate credits for this type. **SAVE**.

The screenshot shows the 'Add New School Type' form. It has a blue header with navigation tabs: Admin, Reports, 'Schools', Teachers, Portal, Help. Below the header is a secondary navigation bar with tabs: Start, Credits, Mods, Mods & Marks, GPA Types, GPA Scales & Marks, Trans Codes, Mods To Classes, Class Rank, RC Types, RC Lockouts, Rubrics, Keys. The main form area is titled 'Add New School Type' and contains the following fields:

- Name:** A text input field.
- Applicable Gradelevels:** A grid of checkboxes for various grade levels: UU, AD, US, UE, IN, TD, TK, PS, 08, KN, 01, 02, 03, 04, 05, 06, 07, 09, 10, 11, 12. Below the grid are buttons: 'Select All', 'Select K-6', 'Select 7-8', 'Select 9-12', and 'Deselect All'.
- Report Card Template:** A dropdown menu with 'sis_reprckN' selected.
- Withdrawal Report Card Template:** A dropdown menu with 'None' selected.
- Calculate Credits:** A checkbox that is currently unchecked.

At the bottom of the form are 'Cancel' and 'Save' buttons.

This will automatically create a “General Education” graduation type under your new school type.

If you need to create a new graduation type, click the “Add new graduation type” link.

Type in the name of the new graduation type (ex: College Prep Education) Do not forget to set the rollover category.

- Step 3. Click “Add a new course category” for this grad type. Enter a category name and Click **SAVE**
- Step 4. Continue to add course categories as needed by clicking on “Add a new course category” and saving until you have all categories entered. If you make a mistake, click on a category, such as English, and edit or delete the course category
- Step 5. Most schools make electives their rollover category so any extra credits taken in any other course category will be “rolled over” to electives. Do this by clicking on the Electives category and then selecting the “Make this the rollover category for all graduation types” button. The rollover category will be highlighted in green.

Hide	Hide	Report Sequence	General Education
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9	<input type="checkbox"/>

- Step 6. Enter the credits required for each course type and click SET

NOTE: You can edit or delete the course categories and add new graduation types if needed. Click on the name of the course category if you need to edit or delete it. All deletes in SP SIS requires typing CONFIRM in all caps and clicking on the DELETE button

To edit the credits needed in a category, just change the number of credits in the boxes and click SET

Set Printed Transcript Options

Determine what optional information will be included in students' printed transcripts MODS Tab

- Step 1. Choose Define Transcript Modifiers
- Step 2. Choose what modifiers you want to be used on your transcripts. The basic list is given and this may be all you need. If you would like to add modifiers to the list, click on CHANGE MODIFIER LIST. Then click on ADD or Edit to make changes
 Example: students might have courses that will not be taken for credit. Click Add and enter "nc" and "course not taken for credit" in the fields. Change the Modifier set to read "**Create New Set Called" and then enter your own name in the blank field. SAVE. You can also to choose the 'Skip GPA' calculation and "Skip Credits" calculation for any courses set with this modifier. SAVE

Set Name	Modifier	Description	Skip GPA	Skip Credits	Delete	Edit
Cal Grant	x	Cal Grant: Exclude from GPA	-	-	Already in use. See list	Edit
CAIIC	ag	A-G Course Requirements	-	-	Already in use. See list	Edit
ClassType	*	Non-Academic Class	-	-	<input type="checkbox"/>	Edit
ClassType	ap	Advanced Placement (AP)	-	-	<input type="checkbox"/>	Edit
ClassType	cp	College Prep	-	-	<input type="checkbox"/>	Edit
ClassType	h	Honors Course (GPA Weighted)	-	-	<input type="checkbox"/>	Edit
OtherCA	ib	International Baccalaureate	-	-	<input type="checkbox"/>	Edit
OtherCA	o	Other	-	-	<input type="checkbox"/>	Edit
OtherCA	v	Vocational Education	-	-	<input type="checkbox"/>	Edit
Pass/Fail	pf	Pass/Fail Course	-	-	<input type="checkbox"/>	Edit
Repeat	r	Repeated Later	YES	YES	<input type="checkbox"/>	Edit

- Step 3. SAVE or Click Cancel/Done to return to the main page.
 Now choose where you want to allow this modifier. The USE column indicates what is on or off in the SIS. Choosing RW/PLS allows teachers to use it as a modifier in ReportWriter and/or PLS

- Step 4. Click Use Selected.

Mods and Marks Tab

- Step 1. Access this page by clicking on the Mods & Marks tab at the top of the page.

Above a list of all the class marks that are acceptable for transcripts, and a list of the modifier sets. You may want to set things so that certain marks cannot be used with certain modifier sets. For example, you might decide that pass/fail classes can only be given a mark of “p” (pass) may not be used unless the Pass Fail modifier (pf) has been selected.

- Step 2. Check the marks that are OK with each class modifier set, then press “Save Allowed Marks” to set.

GPA Types Tab

- Step 1. Access this page by clicking on the GPA types tab at the top of the page. Here you see the types of GPAs that are being calculated on your transcripts. You can change these definitions, and/or create new GPA type definitions for your transcripts.

- Class Rank- For classes relevant to class rank. This will apply to all currently enrolled students' class ranks
- Report Cards- is this GPA used to calculate report cards? The transcript can show any number of GPA types. While this is usually the same as class rank, on occasion it is not
- Default Scale- Scale may be changed based on the modifier(s) used on a student's transcript. If no modifiers are used, what grading scaled do you want to be applied?

- Step 2. Set the GPA types for your school (if you need to add more click on Add New Type)
- Step 3. Choose if you want a class rank to be calculated using this GPA. You must choose one and then click Save Class Rank/Default Scales. If you want another GPA type calculated for Class Rank, choose a new one and then click Save Class Rank/Default Scales again.
- Step 4. Choose if you want the GPA to be calculated on an un-weighted or weighted scale. Unless you want all grade types to have a boost (5.0 Scales instead of 4.0) leave this unweighted
- Step 5. Click on "More Details" and choose what grade levels this particular GPA type. The "Default" sets the grading scale to whatever you did in step 3 (usually unweighted.) Notice that the Pass/Fail grade type is not added into the GPA calculation and the honors and AP are given an extra point.
- Step 6. Click SAVE when you have completed this page.

Define Transcript GPA Scales

Basically, the define transcripts GPA Scales are the marks you want to allow for classes, and how much value should they have

- Step 1. Choose Define Transcripts GPA Scales
- Step 2. Enter in values you'd like to have for the GPA scales used for computing GPAs in transcripts for the various marks. If you don't wish to use a particular mark in your transcripts, leave the entry box blank

Admin Reports Academy Teachers Portal Help								
Staff Credits Mods Mods & Marks GPA Types GPA Scales & Marks Trans Codes Mods to Classes Class Rank RC Types RC Lockouts Rubrics Keys								
Transcript Class Mark Values								
Select	Class Mark	GPA Scale: Unweighted	GPA Scale: Weighted	Skip GPA	Skip Credits	sis_reprc912	sis_reprck8	sis_reprcmiddle
<input type="radio"/>	a	4	5	<input type="checkbox"/>				
<input type="radio"/>	a-	4	5	<input type="checkbox"/>				
<input type="radio"/>	a+	4	5	<input type="checkbox"/>				
<input type="radio"/>	b	3	4	<input type="checkbox"/>				
<input type="radio"/>	b-	3	4	<input type="checkbox"/>				
<input type="radio"/>	b+	3	4	<input type="checkbox"/>				
<input type="radio"/>	c	2	3	<input type="checkbox"/>				
<input type="radio"/>	c-	2	3	<input type="checkbox"/>				
<input type="radio"/>	c+	2	3	<input type="checkbox"/>				
<input type="radio"/>	d	1	1	<input type="checkbox"/>				
<input type="radio"/>	d-	1	1	<input type="checkbox"/>				
<input type="radio"/>	d+	1	1	<input type="checkbox"/>				
<input type="radio"/>	f	0	0	<input type="checkbox"/>				

- Step 3. You may add your own marks if you aren't satisfied with what you see here. To delete a mark, you must type "CONFIRM" in all caps to complete the removal.
- Step 4. SAVE all changes

Class Rank

Choose Class Rank tab

- Every night, the class rank for all students with transcripts is calculated
- This page shows the student name, the calculated GPA, the grade level, the class rank, and the date it was calculated
- If there are errors in your student's transcripts (because an entry was made erroneously), you will get an error report at the bottom of the page

Start Credits Mods Mods & Marks GPA Types GPA Scales & Marks Trans Codes Mods to Classes **Class Rank** RC Types R

Junior High School - General Education
 LVCS 4th Grade CC - General Education
 Middle School - General Education
 Staff Development - General Education

Show computed values for selected students Download CSV ReCalculate Class Rank

Rebuild ALL transcripts 
Students not on this list

Most Recently Computed Values for

-- All 'Schools's --

Count	Student	Calculated GPA	GradeLevel	Class Rank	Date Computed	Exit Date
1	Leonard, Eamon M.	3.86	12	1	03/19/2016 11:07 am	
2	Azevedo, Loura	3.67	12	2	03/19/2016 11:07 am	
3	Short, Adam	3.5	12	3	03/19/2016 11:07 am	
4	Ferris, Jonathon	3.25	12	4	03/19/2016 11:07 am	
5	Johnson, Nels	3.24	12	5	03/19/2016 11:07 am	
6	Watson, Jonathon	2.75	12	6	03/19/2016 11:07 am	
7	Reeves, Case A.	2.67	12	7	03/19/2016 11:07 am	

Steps 7-11 (RC Types- Comments) Please refer to [this page](#) for instructions on setup for remaining steps

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